

Coll-4

14 August 1958

MEMORANDUM FOR: All ERA Division and Branch Chiefs

SUBJECT : Instructions for Preparing Gaps in Information Statements

1. As a result of the review of the materials submitted by all Branches on 4 August and of further discussions with St/I and the DD/P, it has been found necessary to limit the number of Gaps Statements that will be forwarded to collectors each month. Accordingly, each Division has been assigned a quota of 3 Statements per month except for D/A, which has been given a quota of 1. Division Chiefs are responsible for determining the subjects and areas for which the Statements are to be prepared. Insofar as possible, Statements should be scheduled in order of priority of subject.

2. Time spent in preparing Gaps in Information Statements should be recorded on analysts' time sheets under Project No. 00.2416.

3. For the present, Branches should forward each completed Statement to the Chief/E through the Division Chief. When a Statement has been approved by the Chief/E, it will be returned to the Branch for typing on stencil and the making of copies, which should then be forwarded directly to St/I/R, Attention [REDACTED]

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4. [REDACTED] St/I/R, x 521, is available for consultation in the preparation of the Gaps Statements, which should be written in accordance with the attached instructions.

5. The procedure outlined in the Analysts' Manual Notice dated 4 May 1955 and entitled "Transmittal of Gaps in Intelligence Information as Collection Requirements at the Termination of Each Branch Project" is hereby rescinded. No Branch is precluded, however, from submitting such requirements to St/I if it wishes to do so.

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[REDACTED]
Acting Chief,
Economic Research Area

Attachment